Fordham Parish Council
Privacy Policy

Email Contact Privacy Notice
When you contact us:
The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will be not shared or provided to any other third party.

The Council's Right to Process Information
General Data Protection Regulations Article 6 (1) (a) (b) and (e)
Processing is with consent of the data subject or Processing is necessary for compliance with a legal obligation or Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

Information Security
Fordham Parish Council (FPC) has a duty to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies. Copies of these policies can be requested.
We will only keep your data for the purpose it was collected for and only for as long as is necessary, after which it will be deleted. (You may request the deletion of your data held by FPC at any time).

Children
We will not process any data relating to a child (under 13) without the express parental/ guardian consent of the child concerned.

Access to Information
You have the right to request access to the information we have on you. You can do this by contacting our Data Information Officer:
Mrs Christine Standley (Clerk/RFO)
christine.standley@fordhamparish.org.uk
Tel: 01638 721716

Information Correction
If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate.
Please contact the Clerk, Christine.standley@fordhamparish.org.uk Tel: 01638 721716 to request this.

Information Deletion
If you wish FPC to delete the information about you please contact the Clerk to request this.

Right to Object
If you believe that your data is not being processed for the purpose it has been collected for, you may object: Please contact the Clerk to object.

Rights Related to Automated Decision Making and Profiling
FPC does not use any form of automated decision making or the profiling of individual personal data.

Complaints
If you have a complaint regarding the way your personal data has been processed you may make a complaint to FPC's Data Information Officer: Mrs Christine Standley, Christine.standley@fordhamparish.org.uk Tel: 01638 721716 or the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113

Summary: In accordance with the law, FPC only collects a limited amount of information about you that is necessary for correspondence, information and service provision. FPC does not use profiling, we do not sell or pass your data to third parties. FPC does not use your data for purposes other than those specified. FPC makes sure your data is stored securely. FPC deletes all information deemed to be no longer necessary. FPC constantly reviews its Privacy Policies to keep it up to date in protecting your data. (You can request a copy of our policies at any time).

Date Adopted: …….

Signed: ……..

Print Name: ……..

Policy to be reviewed on: ……